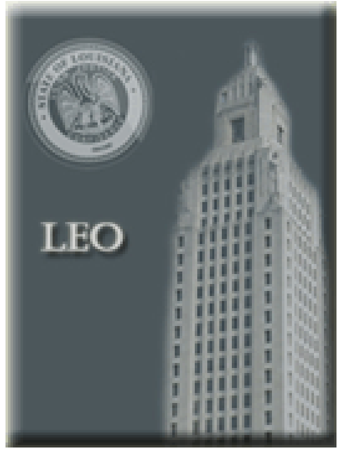

MY TRAINING
LAGOV EMPLOYEES (P IDS)
QUICK REFERENCE CARD

Click for PRINTABLE VERSION

Best printed Double-Sided

Log into **LEO**
From the ***Louisiana.gov*** page,
locate Online Services and click
LEO: Louisiana State Employees Online **or**
enter this address: https://leo.doa.louisiana.gov/
click My Training

Who to call for Help

To find your agency contact information:

1. Click My Help tab. **Contact For Help With LEO** is displayed.
2. **Scroll across** Agency Contacts report to locate the contact information for LEO Learning Management System, LEO, Human Resources, or Technical Contact.

Messages and Notes

Check messages and notes on the My Training/Training Home page. After prebooking a course, watch this area closely. Any course dates added to the catalog will be listed here.

Training Activities

In the **Navigation** pane on the left under **My Learner Account**, click **Training Activities**.

- **My Training Activities** lists all courses or programs (by Type-Web-based, Classroom training, etc.) that you are currently participating in or booked into. Additionally, it groups all Completed courses and Cancelled courses, if of interest to you.
- **Course Program** is a bundling of courses intended to accomplish a training objective that may or may not have a set deadline. For example, CPTP bundles Supervisory training into programs. All course types within that program are presented on the Learner's My Training tab along with a completion status for the individual courses.

Confirm Email Address

*This instruction is for users with **P Ids**.*

Prior to enrolling in a training class, confirm you have a valid work e-mail address and work telephone number in order to receive correspondence regarding training.

1. Click My Work tab.
2. Verify **Work Email and Telephone** is listed correctly under Communication.
3. Click Edit if data is missing or incorrect.
4. Enter information and click Review .
5. Click Save .

*This instruction is for users with **H Ids**.*

Prior to enrolling in a training class, confirm your work email address to receive correspondence regarding training.

1. Click My Training tab.
2. Click Reports tab.
3. Verify the **Training correspondence is sent to:** email address is correct.
4. If incorrect or missing, contact your Training Coordinator to update your information.

Search for Course and Course Content

Courses can be found under **My Training** in the **Navigation** pane on the left by clicking on links under **Course Catalog** or by entering a term in **Search Term** field under **Find**.

To learn about course content, click on the course you would like to view. The **Course Content** section will briefly describe what students will learn.

Book a Web-Based Course

1. Enter a term in **Navigation** pane on the left in the *Search Term* field (i.e. *Defensive Driving).*
2. Click Find .
3. Click on course (i.e. ORM Defensive Driving).
4. Verify the prerequisites check indicate you can book the course. If *not*, complete the prerequisites *prior* to booking the course.
5. Click book this course. Click OK at "Do you want to book this course?" pop-up box.
6. Verify screen displays message, "Participation was successfully booked".
7. Click Start Course Now. The course will open in a separate window.
8. Verify you have completed all course requirements necessary to receive credit.
9. Click **exit** or **close course** to leave the course.
10. Click OK at "Do you really want to exit the course?" pop-up box or Click **YES** at "Are you sure you want to exit?" message.

Note: The course will close and Web-Based Training screen will be displayed.

Under the course name, you will receive this message:

****CONGRATULATIONS, CREDIT RECEIVED. Run Training Transcript if you wish to verify.****

11. Click Perform Course Appraisal. Complete the appraisal, scroll up to top of document click Complete. Verify responses and click Exit to finish.
12. Click OK at "Do you want to exit the document?" pop-up box. Click X to close window.

Note: The appraisal will close and Web-Based Training screen will be displayed.

View Training Transcript

Training certificates are not available. Instead, your training history is available on your **Training Transcript.** Be sure to allow up to two weeks for credit from instructor-led training to appear.

To view a report that includes all courses completed in LSO and previously completed CPTP courses or programs:

1. Click Reports tab under My Training.
2. Your **Training Transcript** will display on the right side of the page.

Note: As additional courses or programs are completed, this report will automatically update with the additional information.

Book an Instructor-Led Class

STOP These steps are for agencies that self-enroll only. If your agency does not self enroll, submit your request to your Training Coordinator.

1. Enter a term in **Navigation** pane on the left in *Search Term* field (i.e. *Time).*
2. Click Find.
3. Click on course (i.e. HCM Practice Using PTMW Workshop).
4. Verify the prerequisites check indicates you can request participation in the course. If *not*, complete the prerequisites.
5. Click to select a course, noting the date and location listed with *free places* available.

Note: If there are no courses scheduled or if the scheduled dates do not suit you, you can *prebook*.

6. **Scroll down** to *Book* section and **verify** Approver displayed is correct.

Note: You must have a designated approver/supervisor in LaGov HCM or you will not be able to book an instructor-led class. If approver/supervisor is missing or incorrect, notify your agency contact for LEO Learning Management System, LEO, or Human Resources Office.

7. Click Request Participation.
8. Click OK at "Do you want to request participation in this course?" pop-up box.
9. **Verify** screen displays message "The participation request was submitted."

Note: Your supervisor has 48 hours to approve or reject the request. If no action is taken, you will be **automatically removed** from the class.

10. Check your work email for receipt of training correspondence. You will receive 2 notifications – one advising that self-enrollment **requires** approval by your supervisor and another advising of your supervisor's decision (approval/disapproval of request).

Note: You are not authorized to attend until you are notified of your supervisor's approval.

Prebook a Class

You should have a valid work email prior to prebooking. This allows the system to notify you via an email when a new session of a prebooked course is offered.

Prebook a course if there are no courses scheduled or if the scheduled dates do not suit you.

Prebooking advises the instructor of a need for the course, but does not actually book you into the course. It will email you when a course is created.

1. Enter a term in **Navigation** pane on the left in *Search Term* field (i.e. *Budget*).
2. Click Find. Click course (i.e. HCM Budget Workshop)
3. **Scroll down** to *Course Dates* section and click prebook.
4. Enter the dates in the *Start* and *End* fields to fit your schedule. You are allowed to prebook up to a year in advance.
5. Click Prebook. Verify screen displays message "Your prebookings have been updated."

Note: If you are prebooking an **AFS CBT**, you will be emailed instructions since training is done through the mainframe rather than LEO.

Division of Administration, Office of Information Services
P. O. Box 94095, Baton Rouge, LA 70804-9095
Revised: 09/2012

Cancel an Instructor-Led Course

STOP Only users with **P Ids** can cancel an instructor-led course themselves.

1. From the My Training tab, click **Training Home** under **Navigation**. Click the course to be cancelled under **My Training Activities**.
2. **Scroll down** to the bottom of the page under **Cancel** and select a reason for cancellation from the drop down list.
3. Click Request Cancellation or Cancel.
4. Click OK at "Do you want to request cancellation of this booking?" or "Do you want to cancel course participation?" pop-up box.
5. **Verify** screen displays message "Cancellation of the booking has been requested."
6. Check your work email for receipt of training correspondence.

Get Credit for Course Program

Once you have completed all courses in the course program you are subscribed in, the **Get Credit for Course Program** link should appear at the top of the course program screen. You must click this link to receive credit for the course program.

LEO Inbox – View Correspondence and/or Approve Training Request Via LEO Inbox

Training correspondence:

1. Click My Work tab.
2. Click **Inbox** under **Detailed Navigation**.
3. Click Notification of Training Provider under *Description* or an Approved/Rejected training request.

For Supervisors:

1. Click My Work tab
2. Click **Inbox** under **Detailed Navigation**.
3. Click Process Training Request under *Description*.
4. Click Execute.
5. Click Approve, Reject, or Decide Later.
6. Click End execution to exit.